

OTCnet Expansion Summary Sheet

[Agency Name], [Agency Location]



Point of Contact (POC): _____
POC Contact Number: _____
POC Contact Email: _____

Deployment Specialist: [Deployment Specialist Name]
Deployment Line: (703) 377-5586
Deployment Email: FMS.OTCDeployment@citi.com

Welcome! Over the next few weeks, you will be bringing your new locations to the Over the Counter Channel Application (OTCnet). **[Deployment Specialist Name]**, your OTCnet Deployment Specialist, will be available to assist you throughout this expansion and ensure that your Agency makes a smooth transition to OTCnet. Once your expansion is complete, you will be ready to begin using OTCnet for all of your electronic deposit activity.

Expansion Process:

Expansion Process	Agency Action Item
1. Preparation (Agency POC) Complete, review and approve necessary expansion documents Target Date: MM/DD/YY	<input type="checkbox"/> Review System Requirements document with IT Team <input type="checkbox"/> Complete Agency Site Profile (ASP) <input type="checkbox"/> Contact Accounting Specialist for Hierarchy Additions <input type="checkbox"/> Review User Roles Guide <input type="checkbox"/> Provide Notice of Conversion to personal check writers
2. ALC+2 Assignment (OTCnet Deployment Team) The Deployment Team will create your new ALC+2s and we will notify you once all ALC+2s are ready for entry into OTCnet Target Date: MM/DD/YY	<input type="checkbox"/> Begin Web Based Training (WBT) <input type="checkbox"/> Enter verified ALC+2(s) into your hierarchy <input type="checkbox"/> Enable "Debit Gateway" in Advanced Administration
3. User Creation (PLSA/LSAs) Create and train remaining users: http://www.fms.treas.gov/otcnet/training/wbt Target Date: MM/DD/YY	<input type="checkbox"/> Discuss User Roles with Deployment Specialist <input type="checkbox"/> Create and Provision Users <input type="checkbox"/> Complete Web Based Training (WBT)
4. Terminal Configuration* (Check Capture Administrator) Set up check scanning terminals and processing options Target Date: MM/DD/YY	<input type="checkbox"/> Install Treasury Root Certificates <input type="checkbox"/> Install Scanner Firmware <input type="checkbox"/> Configure Terminals
5. First Check Scan (Check Capture Operator/Lead Operator and Check Capture Supervisor) Begin using OTCnet for all of your electronic depositing activity Target Date: MM/DD/YY	<input type="checkbox"/> Scan and Approve First Check in OTCnet <input type="checkbox"/> Review OTCnet Reports with Deployment Specialist

* You may require administrative rights to install Certificates and Scanner Firmware

Best Practices:

- **Work with your IT department.** Review OTCnet System Requirements with your IT team:
http://www.fms.treas.gov/otcnet/OTCnet_SysReq.pdf.
- **Take the Web Based Training.** Begin Web Based Training (WBT) early and review job aids frequently:
http://www.fms.treas.gov/otcnet/training/wbt/menu_all_sims.htm.
- **Your Deployment Specialist is here for you.** Reach out to **[Deployment Specialist Name]** with any questions or concerns that you might have throughout this process.

Thank you! Once you have made your first deposit using OTCnet, **[Deployment Specialist Name]** will introduce you to our Customer Support Team, available 24/7 at **1 (866) 945-7920** or FMS.OTCChannel@citi.com.

We look forward to working with you throughout this process. Again, **[Deployment Specialist Name]** will welcome any questions you have regarding your conversion to OTCnet and can be reached at **(703) 377-5586** or at FMS.OTCDeployment@citi.com.



Department of the Treasury
Bureau of the Fiscal Service
<http://www.fms.treas.gov/otcnet>

